

After Interview Checklist

Date: _____

First call-back date: _____

Your interviewer's name: _____

Company name: _____

To be filled out immediately after the interview

		YES	NO
1.	Did you arrive 15 minutes early?		
2.	Did you wear appropriate clothing?		
3.	Were you friendly with the people you came in contact with?		
4.	Did you introduce yourself to the interviewer?		
5.	Did you state your qualifications? If yes, what qualifications did you mention?		
6.	Did you give the interviewer a copy of your resume?		
7.	Did the interviewer discuss anything from your personal background? If yes, what points did the interviewer talk about? Were they on your application or resume?		
8.	Did the interviewer comment on any of your skills? If yes, what did the interviewer say? Were those skills included on your application or resume?		
9.	Did you offer the interviewer a firm handshake?		
10.	Did you look at the interviewer when you spoke to them?		
11.	Did you show good posture and no nervous mannerisms?		
12.	Did you mention who referred you or if you know someone working at the company?		
13.	Did you state your desire for work and interest in the company?		
14.	Did you state your interest in part-time or temporary employment?		
15.	If no jobs are available at this place, did you ask if they know of any job openings at any other company?		
16.	Do you think the interview went well?		
17.	Did you send a thank-you note?		